



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BATTALION CHIEF/PARAMEDIC	37	D	1.862
FIRE CAPTAIN/PARAMEDIC	35	D	1.861
FIREFIGHTER/PARAMEDIC	33	D	1.860

### SERIES CONCEPT

Positions in this series manage, supervise and participate in wildland and structural fire suppression, presuppression, and education activities; provide emergency treatment and assistance to sick and injured individuals at the advanced life support level; respond to hazardous materials and other emergencies; and participate in equipment and facility maintenance activities.

Provide advanced life support and administer emergency treatment to patients as directed by a physician through the use of established medical protocols; examine patient and report on medical condition; administer drugs orally or by injection; administer intravenous fluids; insert breathing-aid devices; use stomach suction equipment, advanced heart monitoring equipment, pacing devices and defibrillator as required; determine appropriate method of transport and proper treatment facility to optimize patient care; transfer care to another agency authorized to provide equal or higher levels of care.

Conduct and record narcotic/drug inventories as required by established policies, procedures and regulations; conduct equipment operation/compliance inspections and record results; maintain equipment and vehicles in proper working condition; ensure emergency vehicles are inventoried, stocked and operational throughout the work shift; complete patient care and other reports as required.

Respond to medical emergencies and rescues; locate and remove victims from hazardous areas; triage multiple victims and assess injuries; stabilize victims and monitor vital signs; provide emotional support to victims and families; and provide medical information to health care providers.

Train other suppression personnel in providing emergency medical services including basic, intermediate and advanced emergency medical technician levels; participate in public education programs; act as a preceptor for paramedic interns as requested; communicate with representatives of hospitals and transporting agencies regarding patient care issues.

Respond to emergency incidents such as structure and wildland fires, medical emergencies, vehicle accidents, hazardous material incidents, floods and other emergencies; receive alarm information and locate area in map books; determine best route to incidents; drive emergency vehicles and strategically position apparatus and equipment.

Manage, supervise and participate in functional areas of fire protection; compile information, develop plans and make recommendations concerning training, prevention, suppression, emergency operations, support services and administration.

Exercise leadership through direct command or implementation of the Incident Command System (ICS).

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### SERIES CONCEPT (cont'd)

Extinguish structure fires; lay hose lines, direct nozzles and apply extinguishing agents; raise and climb ladders; ventilate buildings; perform salvage and overhaul operations; assess and triage property damage to minimize property loss.

Control wildland fires; build hand lines, fall trees, lay hose lines and direct nozzles; lead dozers; set backfires; direct aerial drops; provide structural protection; and mop up and patrol fire areas to safeguard life, natural resources and structures.

Supervise and/or participate in presuppression activities; inspect buildings, noting fire code violations for correction; develop preplans and preattack fire plans; inspect and test hydrant systems; check fire access roads, gates and water supplies; determine fuel types and fuel loading procedures; and plan, direct and implement fuels management activities including prescribed burning.

Supervise and/or participate in fire prevention activities; inspect areas designated for prescribed burning; advise land owners of regulations; determine approval/denial of fire permit; check campfires; advise the public of fire danger, safety and fire restrictions; make safety presentations to homeowners, students and civic groups; and maintain and post signs to educate the public and reduce fire occurrence.

Schedule and conduct fire inspections of commercial establishments; enforce fire, building and other applicable codes, laws and standards; conduct arson investigations; coordinate activities with local and county fire officials regarding onsite inspections, plan check approvals, and water system compliance; evaluate proposed subdivisions; prepare and maintain records and reports related to inspections and hazardous materials inventories.

Train volunteer fire departments, cooperative fire agencies, and various firefighting personnel; schedule classes or demonstrations; review materials, techniques and strategies; and provide on-the-job training to improve fire fighting techniques and effectiveness.

Enforce forestry and fire laws and prosecute offenders; investigate complaints of illegal burning, camp fires and plant materials harvesting; interview witnesses and suspects; collect evidence, preserve the crime scene, and determine the point of origin and cause of fire; advise the public of applicable laws, write citations and testify in court.

Supervise or maintain fire apparatus and equipment to maintain constant readiness; make daily inspections and follow preventive maintenance schedules; check, clean, sharpen, adjust and make minor repairs to equipment; report mechanical problems and arrange for repairs; and replace used equipment and supplies.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Battalion Chief/Paramedic:** The incumbent in this class has management responsibility for the division's emergency medical services including paramedic services. Assigned duties include planning, organizing and coordinating training activities; ensuring that employees meet current certification and recertification requirements; supervising and evaluating the performance of assigned personnel; and ensuring compliance with federal, State and local laws, regulations and policies regarding emergency medical treatment, equipment and training. The incumbent also meets with representatives of local hospitals, medical transport companies and related public safety agencies in coordinating emergency medical services. In addition, the Battalion Chief/Paramedic serves as duty officer and responds to fire, medical and other emergency calls.

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### **CLASS CONCEPTS (cont'd)**

**Fire Captain/Paramedic:** Incumbents function as the first-line supervisor and oversee fire suppression and paramedic activities on an assigned shift. Supervisory responsibilities include training, assigning and reviewing work, and evaluating the performance of assigned personnel. In addition, incumbents coordinate services with other public safety agencies during emergency incidents, and ensure the inventory of medical supplies, drugs and equipment on hand is adequate and accurately accounted for.

**Firefighter/Paramedic:** Incumbents in this class provide emergency medical services at the advanced life support level. Incumbents must complete a recognized fire academy approved by management unless they have already done so. Upon completion of the fire academy, incumbents work under close supervision and participate in fire suppression, presuppression, prevention and fire station/equipment maintenance activities.

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### **MINIMUM QUALIFICATIONS**

#### **SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:**

- \* Firefighter/Paramedics must be certified by the National Registry of Emergency Medical Technicians or obtain paramedic certification in the State of Nevada within 60 days of appointment.
- \* Employees must maintain current certification as a paramedic in Nevada.
- \* Employees in this series are required to obtain and maintain a Nevada commercial driver's license with endorsements as specified by the agency.
- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- \* Applicants may be required to undergo a background investigation prior to being considered for employment.
- \* Firefighter/Paramedic incumbents must obtain certification under the NFPA requirements for Firefighter II within one year of appointment.
- \* Employees must maintain hairstyles and facial hair in a manner that does not interfere with the required use of self-contained breathing equipment.
- \* Employees in this series are required to work varied shifts including evenings, weekends and holidays.

#### **BATTALION CHIEF/PARAMEDIC**

**EDUCATION AND EXPERIENCE:** Current certification as a paramedic, an Associate's degree in fire science or closely related field, and five years of progressively responsible firefighting experience in an all-risk agency responsible for wildland and structural fire suppression, medical emergencies, and hazardous materials incidents; **OR** two years of experience as a Fire Captain/Paramedic in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Detailed knowledge of:** emergency vehicles and equipment used to suppress wildland and structural fires; advanced life support equipment and devices used to treat sick and injured individuals. **Working knowledge of:** principles of training and supervision; interagency mutual aid agreements; water delivery and hydrant systems; NFPA standards, safety regulations and insurance requirements related to training; mitigation, isolation and evacuation techniques used in hazardous materials emergencies; oral and written

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### **MINIMUM QUALIFICATIONS (cont'd)**

#### **BATTALION CHIEF/PARAMEDIC (cont'd)**

##### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

communication skills; internal investigation procedures. **Ability to:** plan, organize and deploy personnel and equipment during highly complex emergency situations in an all-risk agency; develop and implement emergency response plans appropriate to the situation; conduct, coordinate and participate in long and short term planning relative to the division's emergency medical service program; establish and maintain cooperative and positive working relationships with representatives of local hospitals, medical transport companies and related agencies; maintain current knowledge of drug therapies, technological advances in life support equipment, and treatment protocols; review incident reports and medical/hospital records to determine the appropriateness of actions taken by subordinate personnel; investigate complaints of inadequate medical services, incorrect techniques, missing drugs/narcotics, and other irregularities; initiate corrective action and determine training needs to resolve complaints and optimize services provided; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
**Working knowledge of:** Nevada Revised Statutes and State policies related to personnel management; budget development and control procedures; State financial recordkeeping processes; division policies and procedures related to fire suppression operations and equipment; local and regional medical care facilities and service providers. **Ability to:** plan, organize, coordinate and manage all levels of emergency medical services provided by the division; serve as incident commander in complex situations involving multiple agencies and potential loss of life and property.

#### **FIRE CAPTAIN/PARAMEDIC**

**EDUCATION AND EXPERIENCE:** Current certification as a paramedic, two years of experience providing advanced life support services in emergency situations, and two years of fire suppression, prevention and presuppression experience; **OR** two years of experience as a Firefighter/Paramedic in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

##### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Working knowledge of:** tactics and strategy used in firefighting; fire prevention codes and ordinances; fire chemistry; alarm, sprinkler and other fire prevention systems; policies and procedures applicable to issuance of burn permits; special operations and equipment utilized when hazardous materials are present in emergency situations; construction methods and materials as related to combustion and fire suppression techniques. **Ability to:** exercise scene management in emergency medical situations and provide care at the advanced life support level; organize, coordinate and oversee the work of a fire crew or engine company in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; evaluate complex situations and request appropriate additional resources; respond and take appropriate action in complex hazardous materials emergencies; perform commercial buildings and facilities inspections; detect fire hazards and building code violations and institute corrective action; provide fire fighting training to assigned personnel; inspect, test and ensure proper operation of all firefighting equipment within a company; maintain records and prepare reports; read and interpret building and construction plans; communicate effectively both orally and in writing; lead and participate in public education activities; apply principles of fire prevention, inspection and investigation; deal effectively with victims, bystanders and responding personnel in emergency situations; *and all knowledge, skills and abilities required at the lower level.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### FIRE CAPTAIN/PARAMEDIC (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** principles and practices of effective supervision. **Ability to:** train, supervise and evaluate the performance of assigned personnel; develop and implement work performance standards; exercise leadership in emergency situations including medical emergencies, wildland and structural fires, hazardous materials spills, accidents and other incidents.

#### FIREFIGHTER/PARAMEDIC

EDUCATION AND EXPERIENCE: Completion of paramedic training and two years of experience providing advanced life support and emergency medical services to sick and injured individuals. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** advanced and basic cardiac, pediatric advanced, and basic trauma life support; invasive and non-invasive therapy; drug therapy as allowed by paramedic certification; specialized patient monitoring devices and life support systems such as heart monitor/defibrillators, external pacing devices and pulse oximeters; advanced treatment equipment such as suction units, anti-shock garments, airway management devices, hypodermic needles, blood collection devices and drug delivery systems; applicable laws, codes, regulations, policies, protocols and procedures relating to administering medical care; psychological and behavioral factors related to emergency care; universal precautions and infection control. **General knowledge of:** fire behavior in various weather conditions; fire suppression tactics applicable to structural, wildland, vehicle and hazardous materials fires; characteristics and application of chemical fire retardants; facility and equipment maintenance. **Ability to:** provide emergency medical treatment to sick and injured persons at the advanced life support level; learn and use appropriate radio protocol with other fire, base hospital facilities and emergency medical services personnel; calmly and effectively manage personal reactions and the reactions of others in emergency situations; train other fire personnel in emergency medical procedures; present and participate in public education programs; use patient carrying devices and safely move patients to the transporting unit; successfully complete a recognized fire academy approved by management; participate in fire suppression, presuppression, prevention and fire station/equipment maintenance activities. **Skill in:** organizing and coordinating activities at emergency medical scenes; diagnosing medical problems and initiating appropriate treatment plans.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to paramedic services and fire suppression activities. **Ability to:** perform the full range of duties described in the series concept; respond appropriately to calls in an all-risk agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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